



**JUSTICE AND PUBLIC SAFETY
CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

**3-JTS-1A-10
3-JDF-1A-12
4-JCRF-1A-11
1-JDTP-1A-09
1-JBC-1A-17
4-JCF-6G-01**

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Citizen Advisory Committees

POLICY NUMBER: DJJ 113

TOTAL PAGES: 3

EFFECTIVE DATE: 12/01/2014

APPROVAL: Bob D. Hayter

, COMMISSIONER

I. POLICY

A Citizen Advisory Committee (CAC) shall be established to serve as a link between the program and the community. The makeup of the committee shall be representative of a cross-section of the community.

II. APPLICABILITY

This policy shall apply to all DJJ operated Youth Development Centers, Detention Centers, Group Homes, and Day Treatment Programs.

III. DEFINITION

Refer to Chapter 200.

IV. PROCEDURES

- A. Members of advisory committees shall be recruited from all cultural and socioeconomic segments of the community.
- B. Individuals recruited or requesting to act in the capacity of advisory committee membership, shall not be required to complete the full volunteer application process but shall have identifying data on file with the Volunteer Coordinator. Reference Chapter 1 Volunteers and Student Interns.
- C. Potential members shall be informed that criminal history checks shall be completed. The Volunteer Coordinator shall be responsible for initiating a criminal history check.
- D. Potential members shall be interviewed by the Superintendent. Following the interview, appropriate notes and recommendations shall be made and forwarded to the Regional Facilities Administrator/Regional Manager.
- E. Final screening shall be completed by the Superintendent. If rejected, an applicant shall be informed of the reason.
- F. Members shall be issued identification cards. The Superintendent or designee shall make arrangements for return of the identification card upon resignation.

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or termination of services. Members shall follow sign-in and sign-out procedures when on facility grounds.

G. The Superintendent or designee shall provide an orientation for members. Members shall agree in writing to abide by facility policies relating to confidentiality of information.

H. The Citizens Advisory Committee shall:

1. Meet at least annually;
2. Establish bylaws for operations that are approved by the Superintendent and the respective Regional Facilities Administrator or Regional Manager. The by-laws of the Citizens Advisory Committee shall include provisions for the selection, training, term of service, and the termination of service for members. A definition of tasks, responsibilities, and authority for members shall be provided.
3. Not be charged for meals served during committee meetings;
4. Have the Superintendent or designee in attendance at each meeting to answer questions and provide technical assistance.
5. Encourage communication between residents, staff, and committee members.
6. Elect a chairman and other officers in accordance with the established bylaws; however, officers serving on the committee may not be employees of the DJJ.
7. Submit minutes for each meeting with a copy to the appropriate Branch Manager and a copy kept on file at the program. The Superintendent shall maintain documentation of responses, actions, or lack thereof, to the committee's recommendations.
8. Insure that any monies under the responsibility of the CAC be controlled in accordance with DJJ Policy and Procedures. When all funds are kept in one (1) Youth Activity Fund bank account, the facility shall maintain separate ledgers to document records of receipts, disbursements, and balances to each fund. Funds shall be expended in the manner outlined in the Youth Activity Fund account charter. If the facility maintains a CAC Fund account separate from the Youth Activity Fund, a written charter shall be established that outlines the following:
 - a. Definition and purpose of the fund.
 - b. Goals and objectives of the fund.
 - c. Specific accounting procedures, including the approval levels for contributions and disbursements to the fund, record keeping procedures and periodic internal and external auditing of accounts.
 - d. Checks written from accounts shall require double endorsements from the trustees.

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- e. The Superintendent and Regional Facilities Administrator or Regional Manager shall approve the written charter. The charter shall remain in effect until it is amended, in which case, a new charter shall be issued.
- f. Residents shall not engage in any fund raising activity without approval from the Superintendent and Regional Facilities Administrator or Regional Manager.
- g. If for any reason the facility discontinues operation or discontinues a fund, the assets of the fund shall be frozen with no new activity obligations. The Superintendent or secondary trustee of the fund shall notify the bank and ask for an ending statement within 45 days of the closure date. All records concerning the fund shall be forwarded to the Director of Administrative Services. Upon receipt of this material, the Director of Administrative Services shall issue specific instructions for the disposition of all cash and properties belonging to the fund.
- 9. Reporting of CAC funds shall be included within the Quarterly Report entitled "Youth Activity Fund Account" in accordance with the requirements of DJJ Policy and Procedures.

I. Termination of Committee Membership or Services

- 1. Each Superintendent may limit, postpone, or terminate the services of a committee member when substantial reasons for doing so exist. Any of the following reasons may warrant this action:
 - a. Breach of confidentiality;
 - b. Unlawful conduct or breach of program rules and regulations;
 - c. Physical or emotional illness;
 - d. Inability to cooperate with the staff;
 - e. Activities which threaten the order or security of the program or the safety of the volunteer;
 - f. Erratic, unreliable attendance;
 - g. Unsatisfactory service; or
 - h. Need for service or service is no longer warranted.
- 2. Reasons for curtailment of individual services and termination of services shall be explained and documented.

V. MONITORING MECHANISM

Superintendents, Regional Facilities Administrators, or Regional Managers shall be responsible for monitoring this procedure. The Division of Program Services shall monitor annually.